

## Quick Reference Guide

Statewide Contract Index (General Public)

### Statewide Contract Index for General Public Users (Suppliers, Non-Buyers, etc.)

You use this Index when you want to:

- View or review new or existing Statewide Contracts.
- Utilize advanced search capabilities, including search criteria to find suppliers, pricing, related NIGP codes, Issuing Officer contact information, and supporting documentation related to the contract you are reviewing.

### Logging on to Statewide Contract Index

Step #	Do This:
1	Access the Department of Administrative Services website at <a href="http://www.doas.ga.gov">www.doas.ga.gov</a> .
2	Select State Purchasing under the State & Local Community of Interest.
3	Look under the Direct Links section and click on Statewide Contracts.
4	To access the Statewide Contract Index, click on the Team Georgia Marketplace icon.
5	Use the following User ID and Passwords: <ul style="list-style-type: none"> <li>• General public: Use "tgmquest" for both the User ID and Password.</li> <li>• Window Shopper (Non-Team Georgia Marketplace User or Team Georgia Marketplace not live at your state entity): enter personal Window Shopper login and Password.</li> </ul>

### Using Contract Viewer

Step #	Do This:
1	Click on Contracts tab to access the Statewide Contracts information in the Contract Viewer.
2	For Contract type search option, click on the drop-down arrow and select State-wide Contracts (SWC).
	Contract Results Screen displays.
3	Review list (broken down into each supplier that lists on the contract).
4	Click on the contract number--Contract Summary screen opens. You can find the following general information on this screen: <ul style="list-style-type: none"> <li>• Contract number and name</li> <li>• Contract type</li> <li>• Supplier Name</li> <li>• Contract status</li> <li>• Contract description, including relative NIGP codes</li> <li>• Effective date and time</li> </ul>

### Sort Results

Step #	Do This:
1	Click on Sort By on Contract Results screen to sort list.
2	Sort list by selecting item from drop down menu: Contract number, contract name, supplier name, effective date and expiration date.
3	Click on the contract number--The Contract Summary screen opens. This screen displays the following general information: <ul style="list-style-type: none"> <li>• Contract number and name</li> <li>• Contract type</li> </ul>

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Step #	Do This:
	<ul style="list-style-type: none"> <li>• Supplier Name</li> <li>• Contract status</li> <li>• Contract description, including relative NIGP codes</li> <li>• Effective date and time</li> <li>• Expiration date and time</li> </ul>
4	Click on contract details to find: <ul style="list-style-type: none"> <li>• Links to supporting documentation</li> <li>• Procurement card usage</li> <li>• Group category name</li> <li>• Spend data</li> <li>• Contact information for the Issuing Officer/Owner associated with contract.</li> </ul>

### Search by Supplier

Step #	Do This:
1	Enter a Supplier name in the Search field or click on Select Supplier.
	Secondary supplier search dialog box pops up.
2	Type in a supplier's name in supplier search dialog box.
	Supplier Results screen gives details about supplier, including supplier name and contact details. Also shows preferences in Team Georgia Marketplace.
3	Hover mouse over the icons for description of preferences.
4a	Select supplier to display results (including all contracts on which the searched supplier is listed).
4b	Or, click on the Contract No. for more information about the specific contract (Contract Summary Screen will appear- includes contract information and links to supporting documentation).
5	When performing a search for suppliers, click on Select Supplier and Search— This displays the entire alphabetical list of suppliers that are on Statewide Contract.
6	Click Select next to the desired supplier.

### Search by Keyword

Step #	Do This:
1	In the Contract Keyword field, enter a keyword for the contract for which you are searching.
2	Click Search after entering the keyword.
3	Select Contract No.
	Contract Summary screen displays specific information regarding contract and links to supporting documentation.

### Search by NIGP Code

Step #	Do This:
1	Enter NIGP Code.
2	Click Search.
3	Click on Contract no. or Supplier name to review.